



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

EANC-GP

27 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #14 - Foreign Service Tour Extensions (FSTE)

1. REFERENCES.

- a. Army Regulation 614-30, Overseas Service, Chapter 5 and Chapter 6.
- b. Eighth United States Army Supplement 1, to Army Regulation 614-30.
- c. MILPER Message 01-023, Overseas Tour Extension Incentive Program.

2. PURPOSE. To provide information on the processing of FSTE/FSTC and Incentives.

3. APPLICABILITY. This paper provides guidance regarding FSTE/FSTC requests for soldiers assigned or attached to the 19<sup>th</sup> Theater Support Command (TSC).

4. GENERAL POLICY.

a. Major Support Commands (MSC) should submit FSTE requests to the 19<sup>th</sup> TSC ACofS, G1 (EANC-GP) at least nine months prior to an enlisted soldier's DEROS and at least six months prior to an officer's DEROS. FSTCs are submitted as early as possible, but not later than 45 days before the requested departure date. The 19<sup>th</sup> TSC will complete the action with a recommendation to 8<sup>th</sup> PERSCOM within seven working days following receipt of the completed EA Form 641.

b. Unit commanders are responsible for ensuring the regulatory checks IAW Eighth United States Army Supplement 1, AR 614-30 are completed, and verified. They are as follows: Appendix H (Criteria and Conditions Statement), FSTE Checklist, Completed Commanders Checklist, Enlisted Records Brief, Provost Marshal Check, Ration Control Check, Ration Control Sales Summary Request, and an updated HIV test (within last two years). The packet(s) will be filed at the Brigade/Group level and only the completed EA Form 641 will be forwarded to the G1, 19<sup>th</sup> TSC for processing. The Battalion and Brigade/Group Commander's signature on the EA Form 641 will serve as verification that all regulatory requirements have been met.

c. Due to the time sensitivity of FSTE/FSTC requests, and to help expedite the extension/curtailment process, it is imperative that Part IV (remarks), of the EA Form 641, is filled out explaining why the soldier is requesting an FSTE/FSTC.

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d. 8<sup>th</sup> PERSCOM now has conditional approval authority to approve FSTEs for soldiers who apply for extensions and are not on assignment instructions. This will increase the theater's ability to approve FSTEs by approximately 25%.

e. Soldiers who extend their foreign service tour for one year are eligible for one of the following incentives:

(1) \$80.00 per month (for the duration of new tour 12M X \$80.00 = \$960)

(2) 30 days non-chargeable leave

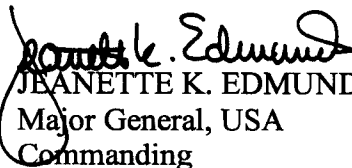
(3) 15 days non-chargeable leave and a free round trip ticket to the nearest port of debarkation in CONUS and return

(4) \$2,000 Lump Sum Bonus (paid at start of FSTE)

f. Officers are eligible for a round trip ticket to their home of record or place of leave whichever is closer.

5. SUPERSESSION. This policy memo supersedes 19<sup>th</sup> TSC Policy Memo 48-01, 4 Jan 02.

6. The point of contact is SSG Darmon at 768-8791.

  
JEANETTE K. EDMUNDS  
Major General, USA  
Commanding

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